



# SBA Procedural Notice

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**TO:** All SBA Employees

**CONTROL NO.:** 5000-1067

**SUBJECT:** Notice to Lenders of Maturity on  
Short Term Loans

**EFFECTIVE:** 8/18/2008

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Effective with this notice, SBA will begin notifying each lender 30 days after the maturity of any 7(a) loan of 12 months or less that, if the lender wishes to extend the maturity date of that loan, it must contact the appropriate Commercial Loan Servicing Center (or the Office of International Trade for Export Working Capital Program (EWCP) loans) to request an extension of the maturity date. The lender must request this extension by completing [SBA Form 2237](#) and paying the additional guaranty fee required for loans with maturities greater than 12 months, but this must be done within 90 days of the maturity date of the loan.

If SBA does not receive a request for extension from the lender within 90 days following the original maturity date of the loan, SBA will notify the lender that the loan's status has been changed to Paid-In-Full status and SBA's guaranty has been cancelled. The lender may request reinstatement of the guaranty within 30 days, subject to funding availability and provided certain conditions are met.

A copy of SBA Form 2237 and the two notices that will be sent by SBA are attached. Questions from lenders regarding this notice may be submitted to one of the two [SBA Servicing Centers](#) or the [United States Export Assistance Center](#) (for EWCP loans) that is listed in the loan authorization. For the SBA Little Rock Servicing Center, questions may be directed to [lrrsc.servicing@sba.gov](mailto:lrrsc.servicing@sba.gov). For the SBA Fresno Servicing Center, questions may be directed to [fsc.servicing@sba.gov](mailto:fsc.servicing@sba.gov).

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Grady B. Hedgespeth  
Director  
Office of Financial Assistance

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**EXPIRES:** 8/01/2009

**PAGE 1 of 3**

SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete  
Must be accompanied by SBA Form 58

The following notice will be generated on the 31<sup>st</sup> day following maturity:

**UNITED STATES SMALL BUSINESS ADMINISTRATION  
STREET ADDRESS OF SERVICING OFFICE  
CITY, STATE, ZIP**

BANK NAME (LOAN NUMBER)

DATE OF NOTICE

According to Agency records, the SBA approved a (percent of guaranty %) percent guaranty on a (\$dollar amount) 7 (a) loan to a business called (name of business) on (date of approval). This short term loan (maturity of 12 months or less) matured on (date).

You are reminded that by regulation (13 CFR 120.220), if the guaranty fee is not paid, SBA may terminate the guaranty.

If the maturity is to be extended on this loan, please complete [SBA Form 2237](#) and submit the completed form to (Fresno or Little Rock) Commercial Loan Servicing Center with the additional guaranty fee or a copy of the confirmation that the additional guaranty fee has been wired to Denver or paid via [www.pay.gov](http://www.pay.gov).

For Export Working Capital Program (EWCP) loans, SBA Form 2237 and the additional guaranty fee or a copy of the confirmation that the additional guaranty fee has been wired to Denver or paid via [www.pay.gov](http://www.pay.gov) are to be submitted to the Office of International Trade.

If arrangements are not made to extend maturity, SBA records will show this loan as Paid in Full 90 days following maturity.

The following notice will be generated on the 91<sup>st</sup> day following maturity:

**UNITED STATES SMALL BUSINESS ADMINISTRATION  
STREET ADDRESS OF SERVICING OFFICE  
CITY, STATE, ZIP**

BANK NAME (LOAN NUMBER)

DATE OF NOTICE

The guaranty which SBA provided (name of business) on (date of approval) is in Paid in Full status. This action was taken because the loan matured and the Agency did not receive a completed [SBA Form 2237](#) to request an extension of maturity and/or did not receive the additional guaranty fee for long term loans.

SBA may consider reinstating the guaranty on the Paid in Full loan, subject to funding availability, if the lender submits the following to the (Fresno or Little Rock) Servicing Center or the Office of International Trade for Export Working Capital Program (EWCP) loans within 30 days of the loan becoming Paid in Full:

1. A completed SBA Form 2237;
2. The remittance of the additional guaranty fee;
3. The remittance of any unpaid on-going guaranty fees; and
4. Certification that there has been no adverse change to the financial or operational condition of the borrower since the loan was originally approved. The determination as to whether there has been any adverse change must be as a result of an analysis of the financial condition of the business based on current financial statements as well as an analysis of the borrower's compliance with the authorization or loan agreement and a review of any changes that have occurred including changes to the organization, management, operations of the business assets of the borrower(s) and/or guarantor(s).